

The IT Professional Services skill posting and selection process is outlined below.

- ISD will identify specifically what skills are required.
- Specific required skills will be documented and posted on the County of San Bernardino's, ISD Internet site on Monday's at 10:00 am when there is a need. If there are no new needs, nothing will be posted for that week.
- Vendors pre-approved to provide the specific type of service indicated may submit via email a maximum of 2 resumes for their pre-qualified candidates that meet the specified need(s). Vendors must pre-qualify each candidate submitted. Candidates that have not been pre-qualified will not be considered.
- The first twelve (12) qualifying resumes will be evaluated to determine top candidates. (Date/time on the email will be used to determine sequence.)
- Vendors with top candidates will be notified so that 'in person' interviews can be arranged.
- Selection will be made.
- The contract agency(ies) with the selected individual(s) will be notified so start dates and other details can be established. Background checks will be scheduled. (In situations where there is no existing contract, the contract will be initiated for County Board of Supervisors approval prior to a start date being established.)